

CITY OF FAIRFIELD

RESOLUTION NO. 2016 - 250

**RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE CITY MANAGER TO
EXECUTE A DESIGN SERVICES AGREEMENT BETWEEN THE CITY OF
FAIRFIELD AND CALLANDER ASSOCIATES, INC. FOR AN UPDATED MASTER
PLAN FOR ALLAN WITT COMMUNITY PARK AND UPDATING THE FISCAL YEAR
2016/2017 BUDGET**

WHEREAS, the City Council adopted the 2016 Work Plan, which includes the Community Spaces Initiative; and

WHEREAS, one of the initiative's goals is to increase the use of Allan Witt Community Park; and

WHEREAS, the City has selected Callander Associates, Inc. to assist the City in preparing an updated master plan for Allan Witt Community Park for a not to exceed fee of \$168,103; and

WHEREAS, the revised appropriation constitutes an update to the 2016/2017 Budget approved pursuant to Resolution No. 2016-171.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF FAIRFIELD HEREBY
RESOLVES:**

Section 1. The City Manager is authorized to enter into an Agreement with Callander Associates, Inc. for an updated Master Plan for Allan Witt Community Park in an amount not to exceed \$168,103.

Section 2. The Director of Public Works is hereby authorized to implement the above mentioned Agreement and administer a 10% management reserve of the Agreement value, for a total not to exceed amount of \$184,913.

Section 3. The City Council hereby approves that appropriation of \$184,913 in unrestricted fund balance in Fund 263 AB1600 Parks transferred to Fund 251 Parks Capital Projects Division and Responsibility Code 99306 (Allan Witt Community Park) for an updated Master Plan for Allan Witt Community Park.

	FY16-17	FY16-17
	<u>Adopted</u>	<u>Revised</u>
Fund 263 AB1600 Parks Transferred to Fund 251 Parks Capital Projects Allan Witt Community Park	\$0	\$184,913.00
Fund 251 99306 Parks Capital Projects Allan Witt Community Park (TOTAL)	\$0	\$184,913.00

PASSED AND ADOPTED this 1st day of November, 2016, by the following vote:

AYES: COUNCILMEMBERS: PRICE/TIMM/BERTANI/MOY/VACCARO

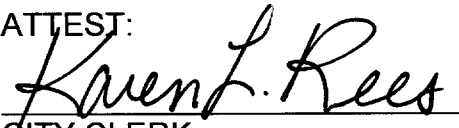
NOES: COUNCILMEMBERS: NONE

ABSENT: COUNCILMEMBERS: NONE

ABSTAIN: COUNCILMEMBERS: NONE


MAYOR

ATTEST:


CITY CLERK
pw

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made at Fairfield, California, as of November 8, 2016, by and between the City of Fairfield, a municipal corporation (the "CITY") and CALLANDER ASSOCIATES ("CONSULTANT"), who agree as follows:

1) SERVICES. Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide to the CITY the services described in Exhibit "A," which consists of the proposal submitted by CONSULTANT. CONSULTANT shall provide said services at the time, place, and in the manner specified in Exhibit "A."

2) PAYMENT. CITY shall pay CONSULTANT for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit "B." The payments specified in Exhibit "B" shall be the only payments to be made to CONSULTANT for services rendered pursuant to this Agreement. CONSULTANT shall submit all billings for said services to the CITY in the manner specified in Exhibit "B."

3) FACILITIES AND EQUIPMENT. CONSULTANT shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement.

4) GENERAL PROVISIONS. The general provisions set forth in Exhibit "C" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the provisions set forth in Exhibit "C" shall control.

5) INSURANCE REQUIREMENTS. The insurance requirements set forth in Exhibit "D" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the requirements set forth in Exhibit "D" shall control.

6) EXHIBITS. All exhibits referred to herein are attached hereto and are by this reference incorporated herein.

7) TERM. This agreement shall be in effect until the scope of work is completed.

EXECUTED as of the day first above-stated.

City of Fairfield, a municipal corporation

By: _____

David A. White
City Manager

COM

CONSULTANT

By: _____

BENJAMIN W. WOODSIDE, #4590
PRINCIPAL

3. SCOPE OF WORK

A successful master planning process starts with project support, which can only be achieved by engaging the community in the process. Our approach to this project is based on our experience in being able to successfully attract high turnouts to the community meetings and to gain consensus on the final plan.

The steps outlined below are based on a proven project delivery methodology and are intended to get the community engaged in the process from start to completion. The scope allows for flexibility as we move through the project. We welcome the opportunity to meet with you to discuss this scope in more depth and identify appropriate modifications.

TASK 1- PROJECT MANAGEMENT

- 1.01 PROJECT MANAGEMENT: Initiate project management protocols including biweekly conference calls, meeting summaries (identification of action items, responsible parties and due dates), contract progress reports, agendas (reviewed in advance to keep meetings focused), updates on budget, and standard procedures. Includes continued coordination tasks with City staff and other key project contacts.
- 1.02 PROJECT SCHEDULE: Prepare critical path method (CPM) schedule in MS Project and provide monthly updates.
- 1.03 ONGOING OUTREACH TASKS: Review public outreach and project awareness strategies, identify meeting locations, and establish approximate meeting dates and invitation methods. Coordination of these outreach efforts will be ongoing, throughout all phases of the project. The outreach methods will vary based on the stage in the project but it is the goal of the project to provide regular updates regarding the master plan process to all parties interested. Proposed outreach methods will include:
 - a. Project Branding - to aid in project recognition, such as a logo or name that evokes positive reactions.
 - b. On-site Advertisements - 24x36 graphic poster provides project information and upcoming meeting information at both the Aquatics Center and the Gym.
 - c. Community Outreach Event - coordinate a booth at a community event to maximize interest (potential event includes city meeting, Farmer's Market, or Holiday event). (see item 4.10 below)
 - d. Project Website - provide presentation materials and workshop summaries in PDF/JPEG format for City staff to place on the City's website.
 - e. On-line Survey - prepare multiple online surveys throughout the process to solicit input from community (provide links on the City's website).
 - f. Social Media- news blasts, events, and forums for additional input from community.
- 1.04 TRANSLATION SERVICES: Provide services of a translator to aid in outreach to the community members for whom English is a second language. We anticipate the services of an English/Spanish translator in this capacity.

SITE ANALYSIS Like many rehabilitation sites, all of the existing features and systems shall be evaluated for incorporation into the new design. Existing trees can be used as wonderful opportunities to provide shade and buffer the neighbors. Existing utilities can be analyzed for reuse to keep costs down as well as to avoid placement of conflicting service lines. We propose to conduct a detailed site survey and site analysis phase to document all the existing features/attributes of the site and communicate them through a clear/concise opportunities and constraints map.

TASK 2- PRELIMINARY STUDIES AND SITE INVESTIGATIONS

- 2.01 **PROJECT KICK-OFF MEETING:** Shortly after notice to proceed, schedule initial kick-off meeting with City. Review scope, schedule, available and required documents, and define communication protocols. Review and expand on project goals and objectives, alternatives to be studied, programming needs, outreach strategy, and schedule. Identify members of the project development team (PDT). The PDT consists of decision makers from various City departments, will meet prior to each milestone deliverable in the project scope and provide input throughout the master plan process. Callander Associates to prepare meeting agenda and written meeting summary including what was discussed, decided upon, and all the next steps to be performed, or "action items".
- 2.02 **SITE MAPPING / TOPOGRAPHIC SURVEY:** Work with surveyor to research and locate benchmarks for use in setting control points for topographic survey, boundary survey and arborist report GIS data. Survey will include the entire park boundary including back front face of curb at adjacent streets and center of fence/wall around the perimeter of the park.
- 2.03 **FILE REVIEW:** Obtain historical information relevant to Master planning the Park from the City. This information is anticipated to include; record documents of park improvements, soils reports, geotechnical reports, recent environmental documents for improvements on the site or adjacent to the site, the Citywide Master Plan and adjacent street improvement plans. File information to be inventoried, listed in a directory of reference documents, and stored electronically for retrieval and use by all project team members.
- 2.04 **SITE INFRASTRUCTURE INVENTORY:** Prepare a site infrastructure inventory based on information from the topographic survey, available record drawings from the City and additional site investigation. As a means of capturing and evaluating the subsurface conditions (not possible during the site walk) we propose to:
 - A. Review existing utility plans, reports, studies, and survey information provided by the City to assess the existing ground conditions, ADA accessibility, stormwater management, and utility infrastructure, including electrical, communication lines (video surveillance system) sanitary sewer, water, storm drainage, and natural gas. (Identify only significant utilities where location would affect decisions of future improvements.)

- B. Assess the capacity, lifespan, and code compliance of existing major infrastructure components within the park. Assessment will be based the site visit and review of existing documents.
- C. Assess condition of irrigation point of connection infrastructure.

Information to be translated into AutoCAD format for inclusion in the Base Map.

- 2.05 BASE MAP: Prepare a current features base map utilizing a combination of the topographic survey, existing cad files of existing improvements, and aerial photographs. Base map to be prepared at an appropriate scale to show all major existing features including topography, park amenities, features, utilities as noted in Task 2.04. Base map will be dimensionally accurate allowing for more accurate determination of spaces available for additional park uses. Base map to be provided to the City as a stand-alone electronic deliverable to aid in subsequent phases of work at the park.
- 2.06 SITE INVESTIGATION: With the topographic survey in hand, conduct a site walk with City staff. Document observations photographically, on the survey, and in notes. Among the elements to be documented are; use patterns, condition of existing improvements, existing vegetation, views (objectionable and desirable), weather patterns (solar orientation and wind), access, visibility, and adjacent land uses. Discuss with City's Crime Prevention team on specific areas of concern related to crime and vandalism.
- 2.07 ARBORIST REPORT: Provide Arborist report (tree management plan) prepared by ISA Certified Arborist. Report to include evaluation of current condition of trees based on health and structure. Recommendations will include tree assessment based on liability concerns, maintenance needs and lifespan of the trees.

PROGRAMMING One of the first requirements will be to uncover all the appropriate programs for the park. Callander Associates has led programming efforts with many neighborhoods and we look forward to working with staff and the public to develop a well-supported project program. Whether the final program calls for incorporation of a dog park, community garden, playground, or removal of existing park features, we have implemented dozens of similar facilities and can show pictures, take tours and conduct interviews all to build confidence and support with the community as the plan moves forward.

- 2.08 PARK USAGE/COMMUNITY NEEDS ASSESSMENT: Meet with City staff and other stakeholders in separate meetings to determine the recreational facility needs. During these meetings, our goal is to assess each stakeholders total number of facility needs based on current usage, total number of facilities used throughout the City, concerns with use of existing facilities at Allan Witt Park and throughout the City, and projected needs based on increase or decline in memberships of that group. CALA to work closely with City's Parks and Recreation Staff to understand programming and usage of current facilities in the park and throughout the City. Prepare memo summarizing uses and needs by category. Include analysis of parking counts and peak usage of existing lots.

2.09 PROGRAM LIST: Based on input received, refine the program list for the Master Plan.

STAKEHOLDER INPUT A core tenet of our practice has always been that public facilities need to represent the public's interests. It seems simple, but sometimes this gets lost in the shuffle. We KNOW we're there to listen, not sell. You will note that our first public meeting does not include the presentation of a concept. This is a very deliberate choice, and is founded on two beliefs: (1) until we have really heard from the community, we are not prepared to propose anything and (2) there is no faster way to miss out on an opportunity to team with the public than to have them think you have preconceptions. This technique has made all the difference on many of our projects. Building public support starts with building public trust. When tough choices need to be made later it helps when your audience trusts you to represent their interests in as fair a manner as possible.

2.10 STAKEHOLDER OUTREACH EFFORTS: Conduct individual phone interviews with identified stakeholders. (ie. sports groups, organized leagues and other groups as identified by the client). Interview stakeholders on current uses, needs, and concerns. Provide stakeholders with questionnaire and provide summary of all interviews including results of questionnaire. Identify one representative and one alternate that will represent the stakeholder in future stakeholder group meetings. Allow for up to twelve (12) stakeholders to contract.

2.11 OPPORTUNITIES AND CONSTRAINTS PLAN DEVELOPMENT: Prepare an Opportunities and Constraints Plan mapping out easements, utilities, setbacks, etc. Plan to consist of an existing conditions map (the topographic survey and aerial map) with opportunities and constraints superimposed. Plan to identify recreational space opportunities, pedestrian and vehicular access, safety concerns, sight-lines, and proximity to adjacent uses. Prepare a program listing itemizing the elements to be included in the park and their required supporting elements. Civil engineer to provide input on vehicular circulation in and around the park, drainage/stormwater requirements and additional utility needs.

SAFETY People are drawn to areas that are attractive, where they feel safe and comfortable and, in turn, treat such areas with greater respect and a sense of ownership and pride. The application of concepts and principles of Crime Prevention Through Environmental Design (CPTED - pronounced "sep-ted") can effectively discourage crime, maximize community livability and compatibility, and reinvigorate aging Districts and public facilities by encouraging legitimate use and greater visibility. CPTED provides attractive and feasible solutions that the Allan Witt Park project can implement effectively. Your team of proven design professionals will work with staff, law enforcement, and the public to understand the safety concerns and determine how best space, activities and access may contribute to the level of public safety desired. Views from police and from all users must be enhanced to insure the safety of the park.

- 2.12 SAFETY PLAN DEVELOPMENT: Prepare a Safety Plan mapping out historic crime incidents in park, vandalism of park property, low visibility areas, sight lines, existing lighting, security camera, and police patrol route. Using CPTED principles, analyze the site for opportunities for design changes to alleviate areas of concern. Plan to consist of an existing conditions map (the topographic survey and aerial map) with opportunities and constraints superimposed.
- 2.13 POTENTIAL FUNDING SOURCES: Working with the City staff and CALA, EPS will analyze potential funding sources at both the Park Master Plan level and how it could affect the City-wide funding mechanisms.
- A. EPS will provide a matrix of potential funding sources and financing mechanisms that will form part of a funding strategy for the Park Master Plan. This will include common and creative funding sources used to fund parks operations and maintenance costs as well as recreation facility and other capital improvement costs. For example, fees for recreation programs could cover a portion of operations and maintenance costs, while Citywide development impact fees might be able to contribute to new recreation facilities development. EPS will meet with City staff to review the broader funding list and to identify those funding sources that could be appropriate.
 - B. City-wide CIP, Operations, and Maintenance Funding Options: EPS will assist the City in formulating a strategy for City-wide funding strategies. As part of this process, EPS will research and indicate other cities that are using additional tools that the City of Fairfield is not and provide a general sense of how they are being used and their general financial contribution (e.g. level of annual funding from a citywide sales tax measure; portion of parks and recreation operating costs covered by recreation program fees). EPS will meet with City staff to review the broader funding list and to identify those funding sources that could be appropriate for the City of Fairfield. A more detailed City-wide Parks Funding Strategy can be prepared at a later time if the City wants to pursue changes to their funding program (not included in this scope).
- 2.14 PDT MEETING #1: Review the above materials with the PDT and to discuss strategy and logistics of upcoming community workshop. Prepare meeting summary. Prepare a meeting summary capturing decisions made in the meeting and distribute to attendees.
- 2.15 PUBLIC MEETING #1- OPEN HOUSE: Present project overview, opportunities and constraints plan, safety plan, and preliminary program list in an informational meeting with the Community. Presentation materials will focus on project intent, overview, 'virtual tour' of park and summary of findings so far with the stakeholders. As part of the public input process, we will facilitate a brainstorming exercise involving engaging the public in the development of the updated master plan.
- A. Open House Style: This will be an open house style informational booth at a community event within the City. Meeting style allows for small group discussions and engages the public in the master plan process in a casual atmosphere.

BUILDING SUPPORT WHILE INCREASING DEFINITION Planning is an iterative process and our approach acknowledges this. LISTEN- ASSIMILATE - DRAW - PRESENT (repeat). First generation plan alternatives will be based on what we hear from the community. In all likelihood we won't "hit a home run" in our first attempt to capture what we hear. The bigger mistake is in not responding to the input provided or in giving definition to the project beyond what the community provide. Relying on this process, with the public repeatedly engaged results in a plan that the City can support, because their community supported it first! Each of the projects featured in our proposal was roundly supported at the Board/Council level because the Council knew the community had been engaged, and the plans were shaped by that process.

TASK 3 DRAFT MASTER PLAN DEVELOPMENT

- 3.01 PDT MEETING #2: Convene a meeting with the PDT to review the input received in the public meeting and from other sources. Reach consensus on key project elements and prioritization of improvements. Prepare a meeting summary capturing decisions made in the meeting and distribute to attendees.
- 3.02 DRAFT MASTER PLAN CONCEPTS: Based on input received in the PDT meeting and through other forums, proceed to prepare two overall draft Master Plan Concepts for the park. It is anticipated that multiple viable plans for the park are possible but no more than 2 overall plans warrant evaluation with the addition of other detail overlays such as parking lot configurations. Master Plan Concepts to be labeled and color rendered. It is anticipated that the majority of program elements will be found in both schemes with each scheme showing them in different locations. Variations may also occur that emphasis the amount of programmed vs. unprogrammed space, number and type of fields/courts and circulation patterns. Assemble images of new elements. Images to be assembled in a format suitable for public presentation and as individual images to be shared during presentations. Up to 30 images are anticipated, consisting primarily of photos of similar facilities. Civil team provides input on design and assists in parking lot configurations, park access, and determination of stormwater treatment and drainage areas.
 - A. Plan Comparison: To facilitate consensus building we will prepare a side by side comparison of each concept including an order of magnitude estimate of probable construction costs for the two concepts. Cost information will help aid in decisions on the master plan.
 - B. Evaluate Funding Options: Based on the key components within the two Draft Master Plan Concepts and the associated estimates of probable costs, EPS will organize the potential funding sources identified in Task 2.13 to indicate which sources could be used to cover which components of the Master Plan Concepts. EPS will develop illustrative funding calculations to show high-level and relative capacity estimates of each funding source. EPS will review these estimates with City staff to ensure they are appropriately calibrated and to identify the relative challenges associated with funding different Master Plan components.

- 3.03 PDT/STAKEHOLDER MEETING #3: Assemble a combined meeting with the PDT and pre-identified representatives from the stakeholder groups to discuss the draft master plan concepts. Discuss with the stakeholders intent for creating multi-use spaces, recommendations on programming to alleviate concerns with field shortage, and discuss alternative locations for facilities that will not likely be accommodated at Allan Witt Park.
- 3.04 DRAFT MASTER PLAN CONCEPT REFINEMENTS: Update all documents as warranted and in response to the input received during the presentation to staff.
- 3.05 PUBLIC MEETING #2- WORKSHOP: Present to the public in one workshop. Format for the workshop will be a Powerpoint Presentation of Master Plan Concepts is supplemented with an overall project summary including recap of previous outreach efforts and plans.
 - A. Presentation at Site: This presentation will be held at the gym at Allan Witt Park and will be an interactive meeting.
- 3.06 PDT MEETING #4: Convene a meeting with the PDT to review the input received in the public meeting and from other sources. Reach consensus on key project elements, prioritization of improvements, and preferred concept. Prepare a meeting summary capturing decisions made in the meeting and distribute to attendees.
- 3.07 MASTER PLAN CONCEPT REFINEMENT: Prepare minor refinements of the above plans and estimates based on public input process prior to presenting to the Planning Commission.
- 3.08 PUBLIC MEETING #3- PLANNING COMMISSION: Before presenting to the Planning Commission, format the revised materials into a Powerpoint presentation supplemented with an overall project schedule and a brief recap of the steps taken to date (with a focus on the outreach efforts). Present the concepts with recommendations to the Planning Commission and solicit input from the public and Commissioners. Facilitate the meeting by clarifying design intent, providing clarifications and capturing community input.

CREATIVITY Great park design requires more than just a good theme. Limited project budgets and increasing demands dictate that multi-use be the driving factor of park amenities. Finding ways to stretch capital improvement dollars by implementing ideas such as drainage areas doubling as natural exploring experiences or community gardens that are also rose gardens/ butterfly gardens with passive benches and shade. Entry signage, site furnishings and pathways can all tie the design together to reflect the character of the community. We believe a “picture-is-worth-a-thousand-words” and we propose to bring many inspiring photographs of similar projects to help the community visualize the possibilities.

TASK 4 REFINED DRAFT MASTER PLAN

4.01 REFINED DRAFT MASTER PLAN DEVELOPMENT: Prepare a single unified concept reflecting the preferences of the community. All major elements to be shown including new athletic facilities, play equipment, paths, open space, roads and buildings. Plan to be labeled and color rendered. Prepare accompanying images including computer rendered perspectives of the overall park and up to four additional enlargement renderings of selected areas around the park. Update image boards to reflect the selected elements. Updated image board to contain up to 20 images.

- A. Estimates of Probable Construction Costs: Prepare an estimate of probable construction costs for all the improvements shown. The estimate will show quantities and unit prices for any item of work anticipated to cost \$100,000 or more. The estimate will be based on actual quantities as can be estimated from the plans and bid prices. The estimate will include 30 – 50 discrete cost items. All costs associated with delivering the project, including administration costs, final design costs, permitting, inflation and contingencies will be included.
- B. Safety Plan: Refine safety plan noted in item 2.12 above, to reflect the solutions implemented in the Master Plan. Provide list of proposed design solutions based on the concerns made by the public throughout the community input process. Confirm by-off by DART and the Police Department.
- C. Phasing Plan: The project will be phased due to anticipated budgetary constraints and a preference to not take the entire park 'off line' for construction. To plan for this, up to three alternative phasing diagrams will be prepared to address a multi-phased master plan. The diagrams will show divisions of the park into 2-3 parts to be pursued in consecutive years or as funding allows. A listing of pro's and con's associated with each phasing diagram will be prepared to aid in determining the scope of the first phase park renovation plans.
- D. Funding Strategy: Based on the single unified Master Plan concept, the evaluation of funding options in Task 3.02B, and input from City staff on the different funding options, EPS will develop a funding strategy for the Master Plan. The funding strategy will be informed by the Master Plan elements and their estimated probable costs and will inform the phasing plan. The funding strategy will identify those sources to be pursued in the short term and medium/ long term and will indicate the adoption processes and challenges associated with the different funding sources to be pursued.
- E. Maintenance Strategy: Develop maintenance strategy outlining maintenance activities required, identifying non-standard maintenance requirements, recommendations of facility upgrades and renovations, and cost impacts related to those upgrades and renovations. Design team to work with City Maintenance staff on procedures and standards.

- 4.02 **STAKEHOLDER MEETING:** Assemble a combined meeting with City staff, the design team and the pre-identified representatives from the stakeholder groups to discuss the draft master plan, preliminary phasing recommendations, and estimate of probable construction costs prior to presentation to the community. Goal of the meeting is to identify and address concerns prior to the presentation to the community.
- 4.03 **DRAFT MASTER PLAN REFINEMENT:** Following the Stakeholder Meeting, the draft Master Plan will be updated to incorporate agreed upon elements. Other documents will be updated in similar fashion. The draft Master Plan will be compiled in book format, with the prior work products attached including meeting summaries, prior concepts, prior estimates, background data and other information relevant to the development of the final draft Master Plan. Final plan to be supplemented by text descriptions of the process used and the concepts developed.
- 4.04 **PUBLIC MEETING #4- COMMUNITY OUTREACH EVENT:** Present project overview and draft master plan in an information booth at a community event. Record comments from the community and provide summary.

TASK 5 FINAL MASTER PLAN, PHASING AND FUNDING STRATEGY

- 5.01 **FINAL FUNDING STRATEGY MEETING:** As part of the Master Plan funding strategy, the capacity of existing City tools to fund new parks investments will become apparent. To the extent, new funding tools or adjusted funding mechanisms may be required, it could be helpful to consider these changes in the context of City-wide goals for parks and recreation. This task envisions a meeting between City staff, CALA and EPS to build on discussions from tasks 2.13, 3.02 and 4.01 on the need for a Citywide funding strategy and, if appropriate, determine the key components of this additional work effort (not covered under this current work program).
- 5.02 **PDT MEETING #5:** Convene a meeting with the PDT to review the input received in the public meeting and from other sources. Reach consensus on key project elements, prioritization of improvements, and direction on phasing. Present the Final Master Plan, Estimate of Probable Construction Costs, Phasing Considerations, Funding Strategy, Maintenance Strategy and Safety Plan. Discuss each of the work products individually and identify revisions to each. Prepare a meeting summary capturing decisions made in the meeting and distribute to attendees.
- 5.03 **FINAL MASTER PLAN DEVELOPMENT:** Prepare final Master Plan based on comments received. Include updates to safety plan and opportunities and constraints plan. Prepare plan for submittal to City Council for formal presentation.

5.04 FINAL MASTER PLAN BOOKLET: The Final Master Plan will be compiled in book format, with the prior work products attached including meeting summaries, prior concepts, estimates, funding strategy, maintenance strategy, background data and other information relevant to the development of the final Master Plan. Plan to be supplemented by text descriptions of the process used and the concepts developed.

Submit seven (7) booklets for distribution and one PDF format file.

5.05 PRESENTATION TO CITY COUNCIL: Present excerpts from the Final Master Plan booklet to the City Council including the final Master Plan. Solicit input from the Council and seek to obtain conditional adoption of the final Master Plan.

5.06 CITY TEAM MEETING: Meet with staff subsequent to the City Council meeting to discuss report finalization and final deliverables.

5.07 FINAL REFINEMENTS BASED ON CITY COUNCIL COMMENTS: Update Final Master Plan Booklet to reflect City Council comments and submit to City staff for final adoption by council. Submit seven (7) booklets for distribution and one CD containing a PDF format master plan booklet, CAD topographic survey and base plan, and any other supplemental files obtained throughout the process for City's records.

IMPLEMENTATION STRATEGIES The Master Plan represents the final vision for Allan Witt Park. This document must not only be a reference to look back at the decisions made but also the road map for implementation of future phases of the park. It is to be a living document that outlines project goals, the overall vision, and recommendations. It should remain flexible in nature to accommodate the community's changing needs while implementing the goals established during this process. The plan is a tool for future discussions on budgets, funding opportunities and phasing and will be a resource used for grant funding and project marketing.

UNDERSTAND GOALS & OBJECTIVES
FACILITATE PROGRAM DEVELOPMENT
BURN THROUGH LOTS OF TRACE
COLLABORATE
ILLUSTRATE + VISUALIZE
FOCUS ON IMPLEMENTATION
FACILITATE PERMITS
MANAGE BID AND CONSTRUCTION PROCESS
REALIZATION + CELEBRATE

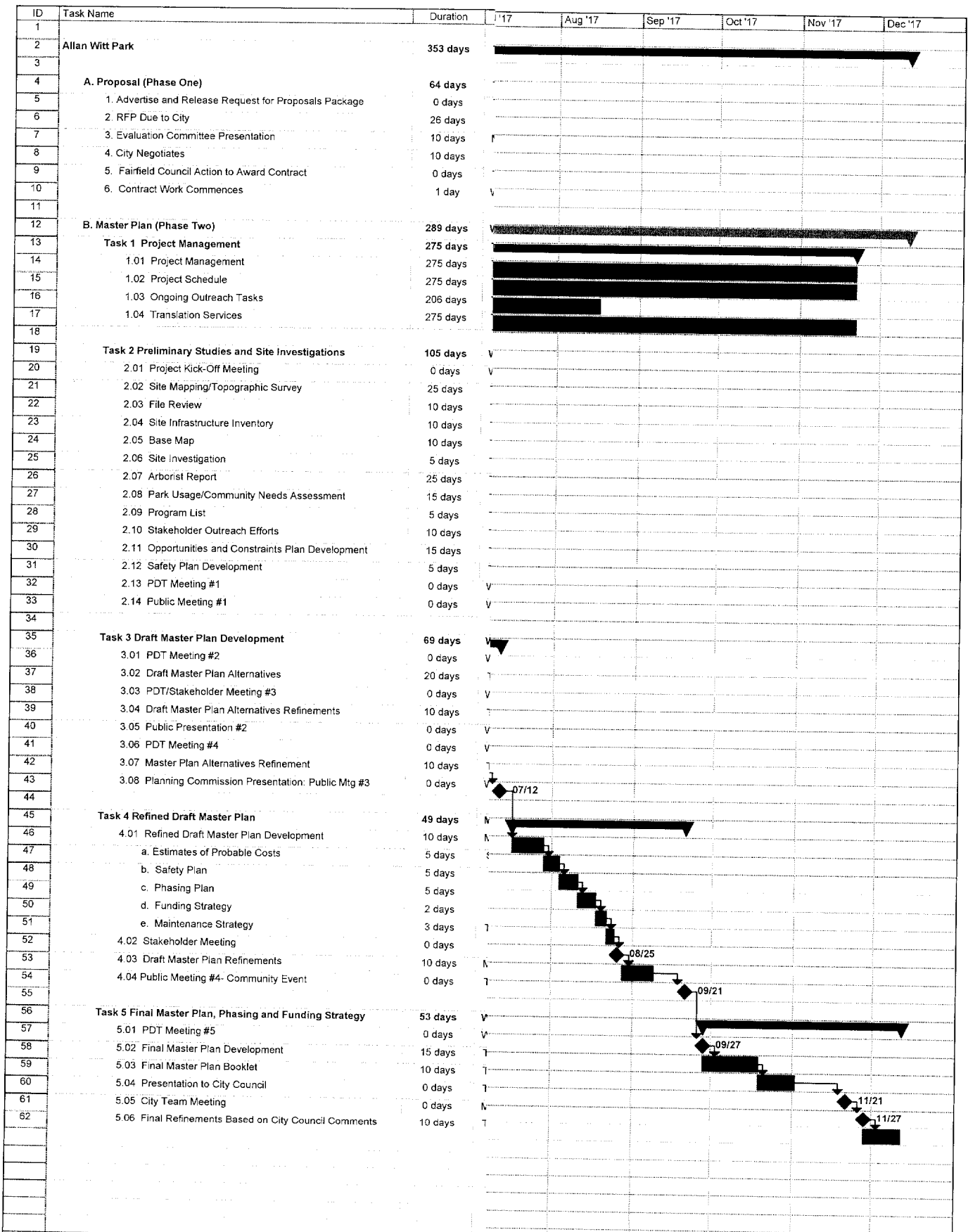


EXHIBIT "B"

PAYMENT

1) The total contract price for services rendered by CONSULTANT under this Agreement shall be for a total not-to-exceed amount of \$168,103, at the hourly rates as set forth in the Proposal.

2) Payment shall be made to CONSULTANT on a lump sum basis, and CONSULTANT shall submit monthly invoices to the CITY, Attention Fred Beiner for the same.

3) Any additional meetings or work required beyond that set forth in Exhibit "A" shall be mutually agreed to in writing by the CITY and CONSULTANT, and shall be billed on a lump sum basis.

4. FEES & RATE SCHEDULES

The following fees and reimbursable expenses are proposed and will remain valid for a period of 60 days from the date of this proposal. We have estimated our time and expenses based on the Scope of Services within the proposal.

Task 1 - Project Management

a) Callander Associates	\$9,864
b) Translation Services	\$2,200

Subtotal for Task 1 (lump sum)	\$12,064
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Task 2 - Preliminary Studies and Site Investigations

a) Callander Associates	\$20,315
b) BKF Engineers	\$5,757
c) Mountain Pacific	\$16,280
d) Abacus	\$8,353
e) EPS	\$9,710

Subtotal for Task 2 (lump sum)	\$60,415
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Task 3 - Draft Master Plan Development

a) Callander Associates	\$22,396
b) BKF Engineers	\$2,141
c) EPS	\$8,175

Subtotal for Task 3 (lump sum)	\$32,712
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Task 4 - Refined Draft Master Plan

a) Callander Associates	\$19,845
b) BKF Engineers	\$2,141
c) EPS	\$8,040

Subtotal for Task 4 (lump sum)	\$30,026
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Task 5 - Final Master Plan, Phasing & Funding Strategy

a) Callander Associates	\$18,861
b) BKF Engineers	\$1,338
c) EPS	\$1,690

Subtotal for Task 5 (lump sum)	\$21,889
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Reimbursable Expenses (budgeted allowance)	\$10,997
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Total Compensation for Tasks 1 thru 5 (lump sum)	\$168,103
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Extra Work and Change Order Fee Allowance	\$16,810
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Standard Schedule of Compensation 2016 Rancho Cordova

General

The following list of fees and reimbursable expense items shall be used in providing service in the agreement. These amounts shall be adjusted in January, upon issuance of an updated Standard Schedule of Compensation:

Hourly Rates

Principal	\$167/hour
Senior Associate	\$159/hour
Associate	\$149/hour
Senior Project Manager	\$137/hour
Project Manager 1	\$131/hour
Project Manager 2	\$124/hour
Construction Manager	\$134/hour
Job Captain	\$114/hour
Designer 1	\$105/hour
Designer 2	\$97/hour
Assistant Designer	\$86/hour
Project Administrator	\$92/hour
Accounting	\$108/hour

Reimbursable Expenses

All costs for photography, printing and plotting, special delivery, insurance certificate charges, charges for waivers of subrogation, local business licenses, sales taxes, assessments, fees, mileage, all CADD and visual simulation ancillary costs, such as data transfers, tapes and outside services, and all other costs directly related to the project will be billed as a reimbursable expense at our cost plus a fifteen percent (15%) administration charge. The cost of professional liability insurance and all costs associated with cell phones, electronic mail, faxes, long distance phone charges and related telecommunications shall be charged as a combined surcharge of 2.5% on the total fees.

Payments

Payments are due within ten days after monthly billing with amounts more than thirty days past due subject to a 1.5% per month interest charge. Retainer amounts, if indicated, are due upon signing the agreement and shall be applied to the final invoice for the project.



PROFESSIONAL PERSONNEL SERVICE FEES
JANUARY 1, 2016 - DECEMBER 31, 2016

<u>PERSONNEL</u>	<u>HOURLY RATES</u>
ENGINEERING	
Senior Associate	\$200.00
Associate	\$194.00
Project Manager	\$184.00 - \$190.00
Engineer IV	\$171.00
Engineer I, II, III	\$120.00 - \$138.00 - \$157.00
PLANNING	
Planner I, II, III	\$120.00 - \$138.00 - \$157.00
SURVEYING	
Senior Associate	\$200.00
Associate	\$194.00
Project Manager	\$184.00-\$190.00
Surveyor I, II, III, IV	\$120.00 - \$138.00 - \$157.00 - \$171.00
Survey Party Chief	\$159.00
Survey Chainman	\$103.00
Apprentice I, II, III, IV	\$63.00 - \$84.00 - \$93.00 - \$99.00
Instrumentman	\$137.00
DESIGN AND DRAFTING	
Technician I, II, III	\$116.00 - \$123.00 - \$135.00
Drafter I, II, III, IV	\$90.00 - \$100.00 - \$108.00 - \$119.00
Student Engineer/Surveyor	\$63.00
CONSTRUCTION ADMINISTRATION/QSP-QSD	
Senior Construction Administrator	\$180.00
Resident Engineer	\$133.00
Field Engineer I, II, III	\$120.00 - \$138.00 - \$157.00
SERVICES AND EXPENSES	
Project Assistant	\$75.00
Clerical/Administrative Assistant	\$63.00

Principals' time on projects is chargeable at \$223.00- \$245.00 per hour.

Charges for outside services, equipment, and facilities not furnished directly by BKF Engineers will be billed at cost plus 10%. Such charges may include, but shall not be limited to printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; special fees, permits, and insurance; transportation on public carriers, meals, and lodging; and consumable materials. Mileage will be charged at the prevailing IRS rate per mile.

Monthly invoices are due within 30 days from invoice date. Interest will be charged at 0.833% per month on past due accounts.

Expert witness/litigation rates are available upon request.



Land Surveying • Mapping • Planning

FEE SCHEDULE

Principal Land Surveyor	\$160.00 per hour
Project Manager	\$140.00 per hour
Survey Technician	\$110.00 per hour
Clerical	\$ 65.00 per hour
1-Man Crew (including robotic equipment)	\$175.00 per hour
2-Man Crew (including conventional equipment)	\$265.00 per hour
2-Man GPS Crew (including 3 receivers)	\$285.00 per hour

OTHER SERVICES

Consultants, Special Equipment, Reproductions, Materials, and other outside charges	Cost + 10%
Mileage	\$0.51 per mile Waived

Invoice terms are Net 30 Days. A late payment charge is computed at the annual rate of five (5) percent above the Federal Discount Rate and billed on invoice balance due, commencing thirty (30) days after the invoice date. Please make check payable to Mountain Pacific Surveys.

2016 HOURLY BILLING RATES

Oakland and Los Angeles Offices

Managing Principal	\$265-\$300
Senior Principal	\$300
Executive/Senior Vice President	\$225
Vice President	\$205
Senior Technical Associate	\$205
Senior Associate	\$190
Associate	\$150
Research Analyst II	\$125
Research Analyst I	\$90
Production and Administrative Staff	\$90



Billing rates updated annually.

EXHIBIT "C"

GENERAL PROVISIONS

1) INDEPENDENT CONSULTANT. At all times during the term of this Agreement, CONSULTANT shall be an independent contractor and shall not be an employee of CITY. CITY shall have the right to control CONSULTANT only insofar as the results of CONSULTANT's services rendered pursuant to this Agreement; however, CITY shall not have the right to control the means by which CONSULTANT accomplishes services rendered pursuant to this Agreement.

2) LICENSES; PERMITS; ETC. CONSULTANT represents and warrants to CITY that CONSULTANT has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONSULTANT to practice CONSULTANT's profession. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for CONSULTANT to practice his profession.

3) TIME. CONSULTANT shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT's obligations pursuant to this Agreement. CONSULTANT shall adhere to the Schedule of Activities as described in their Executive Summary.

4) CONSULTANT NOT AN AGENT. Except as CITY may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement, to bind CITY to any obligation whatsoever.

5) ASSIGNMENT PROHIBITED. No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

6) PERSONNEL. CONSULTANT shall assign only competent personnel to perform services pursuant to this Agreement. In the event that CITY, in its sole discretion, at anytime during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT to perform services pursuant to this Agreement, CONSULTANT shall remove any such person immediately upon receiving notice from CITY of the desire of CITY for the removal of such person or persons.

7) STANDARD OF PERFORMANCE. CONSULTANT shall perform all services required pursuant to this Agreement. Services shall be performed in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices his profession. All products which CONSULTANT delivers to CITY pursuant to this Agreement shall be prepared in a workmanlike manner, and conform to the standards of quality normally observed by a person practicing in CONSULTANT's profession. CITY shall be the sole judge as to whether the product of the CONSULTANT is satisfactory.

8) CANCELLATION OF AGREEMENT. This Agreement may be canceled at any time by the CITY at its discretion upon written notification to CONSULTANT. CONSULTANT is entitled to receive full payment for all services performed and all costs incurred up to and including the date of receipt of written notice to cease work on the project. CONSULTANT shall be entitled to no further compensation for work performed after the date of receipt of written notice to cease work. All completed and incomplete products up to the date of receipt of written notice to cease work shall become the property of CITY.

9) PRODUCTS OF CONSULTING. All products of the CONSULTANT provided under this Agreement shall be the property of the CITY.

10) INDEMNIFY AND HOLD HARMLESS.

a) If AGREEMENT is an agreement for design professional services subject to California Civil Code § 2782.8(a) and CONSULTANT is a design professional, as defined in California Civil Code § 2782.8(c)(2), to the fullest extent allowed by law, CONSULTANT shall hold harmless, defend and indemnify the CITY, its officers, agents, employees, and volunteers from and against all claims, damages, losses, and expenses including attorneys' fees arising out of, or pertaining to, or relating to the negligence, recklessness, or willful misconduct of the CONSULTANT, except where caused by the active negligence, sole negligence, or willful misconduct of the CITY.

b) If AGREEMENT is not an agreement for design professional services subject to California Civil Code § 2782.8(a) or CONSULTANT is not a design professional as defined in subsection (a) above, to the fullest extent allowed by law, CONSULTANT shall indemnify, defend, and hold harmless the CITY, its officers, agents, employees and volunteers from all claims, suits, or actions of every name, kind and description, brought forth on account of injuries to or death of any person or damage to property arising from or connected with the willful misconduct, negligent acts, errors or omissions, ultra-hazardous activities, activities giving rise to strict liability, or defects in design by CONSULTANT or any person directly or indirectly employed by or acting as agent for CONSULTANT in the performance of this Agreement, including the concurrent or successive passive negligence of the CITY, its officers, agents, employees or volunteers.

It is understood that the duty of CONSULTANT to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code.

Acceptance of insurance certificates and endorsements required under this Agreement does not relieve CONSULTANT from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies are determined to be applicable to any such damages or claims for damages.

CONSULTANT'S responsibility for such defense and indemnity shall survive termination or completion of this agreement for the full period of time allowed by law.

11)PROHIBITED INTERESTS. No employee of the CITY shall have any direct financial interest in this agreement. This agreement shall be voidable at the option of the CITY if this provision is violated.

12)LOCAL EMPLOYMENT POLICY. The CITY desires wherever possible, to hire qualified local residents to work on city projects. Local resident is defined as a person who resides in Solano County. The CITY encourages an active affirmative action program on the part of its contractors, consultants, and developers. When local projects require, subcontractors, contractors, consultants and developers will solicit proposals from qualified local firms where possible.

As a way of responding to the provisions of the Davis-Bacon Act and this program, contractor, consultants, and developers will be asked, to provide no more frequently than monthly, a report which lists the employee's name, job class, hours worked, salary paid, city of residence, and ethnic origin.

13)CONSULTANT NOT A PUBLIC OFFICIAL. CONSULTANT is not a "public official" for purposes of Government Code §§ 87200 et seq. CONSULTANT conducts research and arrives at his or her conclusions, advice, recommendation, or counsel independent of the control and direction of the CITY or any CITY official, other than normal contract monitoring. In addition, CONSULTANT possesses no authority with respect to any CITY decision beyond these conclusions, advice, recommendation, or counsel.

14)EMPLOYMENT DEVELOPMENT DEPARTMENT REPORTING REQUIREMENTS. When the CITY executes an agreement for or makes payment to CONSULTANT in the amount of \$600 (six hundred dollars) or more in any one calendar year, CONSULTANT shall provide the following information to CITY to comply with Employment Development Department (EDD) reporting requirements:

a) Whether CONSULTANT is doing business as a sole proprietorship, partnership, limited liability partnership, corporation, limited liability corporation, non-profit corporation or other form of organization.

b) If CONSULTANT is doing business as a sole proprietorship, CONSULTANT shall provide the full name, address and social security number or federal tax identification number of the sole proprietor.

c) If CONSULTANT is doing business as other than a sole proprietorship, CONSULTANT shall provide CONSULTANT'S federal tax identification number.

EXHIBIT "D"

INSURANCE REQUIREMENTS

CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.

1) MINIMUM SCOPE AND LIMITS OF INSURANCE

a) Commercial General Liability coverage (occurrence Form CG 00 01) with minimum limits of \$1,000,000 per occurrence for bodily injury, personal injury, products and completed operations, and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

b) Automobile Liability coverage (Form CA 00 01 with Code 1 – any auto) with minimum limits of \$1,000,000 per accident for bodily injury and property damage.

c) Workers' Compensation insurance as required by the State of California and Employers' Liability insurance, each in the amount of \$1,000,000 per accident for bodily injury or disease.

2) INDUSTRY SPECIFIC COVERAGES

If checked below, the following insurance is also required.

- ☒ Professional Liability Insurance / Errors and Omissions Liability in the minimum amount of \$1,000,000 per occurrence.
- ☐ Pollution Liability Insurance in the minimum amount of \$1,000,000 per occurrence
- ☐ Garage Keepers Insurance in the minimum amount of \$1,000,000 per occurrence
- ☐ Fidelity / Crime / Dishonesty Bond in the minimum amount of \$_____
- ☐ MCS-90 Endorsement to Business Automobile insurance for transportation of hazardous materials and pollutants
- ☐ Builder's Risk / Course of Construction Insurance in the minimum amount of \$_____.

3) INSURANCE PROVISIONS

a) DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officers, officials, employees and volunteers; or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

b) The general and automobile liability policies (and if applicable, pollution liability, garage keepers liability and builder's risk policies) are to contain, or be endorsed to contain, the following provisions:

- i) The CITY, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the CONSULTANT; products and completed operations of the CONSULTANT; premises owned, occupied or used by the CONSULTANT; and automobiles owned, leased, hired or borrowed by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officers, officials, employees or volunteers.
- ii) For any claims related to this project, the CONSULTANT'S insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the CITY, its officers, officials, employees or volunteers shall be excess of the CONSULTANT'S insurance and shall not contribute with it.
- iii) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the CITY, its officers, officials, employees or volunteers.
- iv) The CONSULTANT'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- v) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the CITY.
- vi) The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the CONSULTANT'S policy limits of coverage. Therefore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured, whichever is greater.

c) ACCEPTABILITY OF INSURER. Insurance is to be placed with insurers with a

current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the CITY.

d) VERIFICATION OF COVERAGE. CONSULTANT shall furnish the CITY with original endorsements effecting coverage required by this Exhibit D. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the CITY or on forms equivalent to CG 20 10 11 85 subject to CITY approval. All insurance certificates and endorsements are to be received and approved by the CITY before work commences. At the request of the CITY, CONSULTANT shall provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

e) SUB-CONTRACTORS. CONSULTANT shall require all subcontractors to procure and maintain insurance policies subject to the requirements of Exhibit D. Failure of CONSULTANT to verify existence of sub-contractor's insurance shall not relieve CONSULTANT from any claim arising from sub-contractors work on behalf of CONSULTANT.

AMENDMENT NO.1

**TO THE AGREEMENT FOR CONSULTANT SERVICES BETWEEN THE CITY AND
CALLANDER ASSOCIATES FOR A UPDATED MASTER PLAN FOR ALLAN WITT
COMMUNITY PARK**

This AMENDMENT No. 1 (hereinafter "AMENDMENT") to the Agreement between the City of Fairfield and Callander Associates, dated November 8, 2016, , for the Updated Master Plan for Allan Witt Community Park, is made by and between the CITY OF FAIRFIELD, a municipal corporation (hereinafter "CITY"), and CALLANDER ASSOCIATES (hereinafter "CONSULTANT")

WITNESSETH

WHEREAS, on November 1, 2016, the parties entered into an AGREEMENT for Design Services for an Updated Master Plan for Allan Witt Community Park, and

WHEREAS, CONSULTANT has agreed to modifications to the Agreement to include additional scope of work items, and

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements herein set forth, the parties do hereby agree as follows:

Section 1) SERVICES – Scope of Work Exhibit A-1 (attached) is being added to Exhibit A of the AGREEMENT.

Exhibit B) PAYMENT - Total contract price for services rendered by CONSULTANT under this AGREEMENT shall be for a total not-to-exceed amount of one hundred eighty one thousand three hundred and three Dollars (\$181,303.00).

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the 21st day of November, 2017.

CITY OF FAIRFIELD

a municipal corporation (CITY)

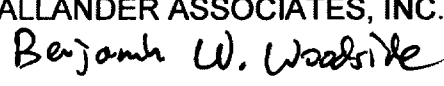


Director of Public Works

CONSULTANT

By 

CALLANDER ASSOCIATES, INC.


Benjamin W. Woodside



Callander Associates

Landscape Architecture

EXHIBIT "A-1"

Via Email Only

October 19, 2017

IV.B. EXTRA WORK AND CHANGE ORDER FEE ALLOWANCE/ #1

TO: Fred Beiner
City of Fairfield, Public Works
1000 Webster Street
Fairfield, CA 94533

Phone: (707) 428-7431
Fax: (707) 428-7607

RE: ALLAN WITT COMMUNITY PARK RENOVATION PLAN/ Additional Landscape Architectural Services

Callander Associates to provide additional Landscape Architectural services in response to the public opinion of the existing skate park not being shown on Draft Plans A & B. Callander Associates will work with the City on plan alternatives that preserve the existing skate park in place, while addressing concerns of the Project Development Team (PDT) regarding policability, access, conflict of uses, and vandalism.

Also, in an effort to explore more opportunities for funding sources for the park facility, EPS conducted additional research beyond the original program.

The following services will be provided in accordance with Task 6 Extra Work and Change Order Fee Allowance which is included in our agreement dated November 8th, 2016 and are considered an amendment thereto:

Scope

- Item 1. Additional Landscape Architectural Services:** Provide services for additional meeting attendance, coordination calls, cost estimating, plan revisions, and printing. Assume addition of one (1) PDT meeting and one (1) stakeholder meeting to discuss design solutions.
- Item 2. Additional Funding Source Tasks:** Provide services for additional targeted research on a broader set of rental facility types and City case study research. Includes additional research, analysis, and coordination with City Client and other public agencies.

Fees

Item 1: Additional Landscape Architectural Services (lump sum)	\$8,200.00
<u>Item 2: Additional Funding Source Tasks (lump sum).....</u>	<u>\$5,000.00</u>
Total Compensation for Extra Work Allowance #1	\$13,200.00

BURLINGAME
1633 Bayshore Highway, Suite 133
Burlingame, CA 94010
T 650.375.1313
F 650.344.3290

SAN JOSE
300 South First Street, Suite 232
San Jose, CA 95113
T 408.275.0565
F 408.275.8047

GOLD RIVER
12150 Tributary Point Drive, Suite 140
Gold River, CA 95670
T 916.985.4366
F 916.985.4391

Recreate
Educate
Live+Work
Connect
Sustain
www.callanderassociates.com

IV.B Extra Work and Change Order Fee Allowance #1

RE: **ALLAN WITT COMMUNITY PARK RENOVATION PLAN/additional landscape architectural services**

October 19, 2017

Page 2 of 2

Fee Summary

Approved Allowance.....	\$16,810.00
Less Compensated Previously Approved.....	[\$0.00]
<u>Less Compensation This Approval</u>	<u>[- \$13,200.00]</u>
Allowance Remaining	\$3,610.00

Schedule

Callander Associates will proceed to commence the above services upon receipt of a signed copy of this authorization.

Signatures

Landscape Architect

Agreed and authorized to proceed
for City of Fairfield:



Melissa Ruth, ASLA, Associate 10/19/17 date
Callander Associates Landscape Architecture, Inc.

Fred Beiner date

Attachment: Standard Schedule of Compensation dated 2017

Notice: Landscape architects are licensed by the State of California.
 Terms and conditions are subject to change after ninety days.



Callander Associates

Landscape Architecture

Standard Schedule of Compensation 2017 Gold River

General

The following list of fees and reimbursable expense items shall be used in providing service in the agreement. These amounts shall be adjusted in January, upon issuance of an updated Standard Schedule of Compensation:

Hourly Rates

Principal	\$167/hour
Senior Associate	\$159/hour
Associate	\$149/hour
Senior Project Manager	\$137/hour
Project Manager 1	\$131/hour
Project Manager 2	\$124/hour
Construction Manager	\$134/hour
Job Captain	\$114/hour
Designer 1	\$105/hour
Designer 2	\$97/hour
Assistant Designer	\$86/hour
Project Administrator	\$92/hour
Accounting	\$108/hour

Reimbursable Expenses

All costs for photography, printing and plotting, special delivery, insurance certificate charges, charges for waivers of subrogation, local business licenses, sales taxes, assessments, fees, mileage, all CADD and visual simulation ancillary costs, such as data transfers, tapes and outside services, and all other costs directly related to the project will be billed as a reimbursable expense at our cost plus a fifteen percent (15%) administration charge. The cost of professional liability insurance and all costs associated with cell phones, electronic mail, faxes, long distance phone charges and related telecommunications shall be charged as a combined surcharge of 2.5% on the total fees.

Payments

Payments are due within ten days after monthly billing with amounts more than thirty days past due subject to a 1.5% per month interest charge. Retainer amounts, if indicated, are due upon signing the agreement and shall be applied to the final invoice for the project.

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